



ILLINOIS


Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Maureen T. O'Donnell, Acting Director

MEMORANDUM

TO: All CMS Staff

FROM: Rebecca Morgan, Personal Information Manager, CMS/BCCS 

DATE: September 14, 2007

SUBJECT: Illinois.Gov File Transfer Service

The Illinois.Gov File Transfer Service is a Web browser-based utility that allows a sender to upload a file to a secure location on a State of Illinois server. It will automatically generate an email message to both sender and recipient(s) that includes a link to download the file from the server. This action will give you the ability to send and receive files that are blocked from use as email attachments due to size or type while maintaining and supporting PIM Standards for blocked files.

When a sender has made an attempt to send a blocked file attachment, the attachment is removed from the email, and a text file with a link to the File Transfer Service is put in its place. When the email message is over the size limit, the email is dropped from the system and an email message is automatically generated back to the sender to provide notification of the email rejection along with instructions and a link to the Illinois.Gov File Transfer Service.

Points to remember:

- Only one file can be uploaded at a time.
- Only four downloads are allowed per uploaded file, which limits the number of recipients.
- A valid Illinois.Gov email address must be in either the "To" or "From" field.
- The file will expire and be removed from the server after three days.

The service is limited to authorized users for State of Illinois official business only. By accessing or using the system, a user is consenting to monitoring and recording, which may be disclosed for administrative, disciplinary, civil, or criminal actions, penalties, or prosecution. Users should have no expectation of privacy when using the system or any of its components. It is the user's responsibility to protect confidential data by encrypting sensitive files before upload and ensuring the recipient can decrypt the file once downloaded.

User instructions are available on the file transfer utility site Illinois.Gov File Transfer Service link: <https://filet.illinois.gov/filet/PIMupload.asp>.

If you have any questions or concerns, please contact the Customer Solution Center (CSC) IT Service Desk at (217) 524-4784 or (800) 366-8768, select option 2 then option 13, or email at CMS.Helpdesk@illinois.gov.